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# THE PAY EQUITY COMMISSION



## IMPLEMENTATION CHECKLIST

STEPS TO PAY EQUITY	HOW TO DO	COMPONENTS OF A PAY EQUITY PLAN
1. Determine: (a) employer; (b) number of employees; (c) number of establishments; (d) number of plans required.	To define the employer and number of employees, refer to <u>Implementation Series #2</u> and <u>#3</u> . Establishments can be expanded through negotiations, or by the employer in a non-union context. From this information you will know how many plans you will need. For private sector employers, calculate the number of employees. The total number of employees will determine the date pay equity adjustments are to begin.	Identify the establishment Section 13 (1)(a). Include a description of the bargaining units or non-bargaining unit groups covered by the plan. Identify applicable timelines for wage adjustments.
2. Determine female job classes and male job classes.	Job classes are composed of jobs which have similar duties and responsibilities, require similar qualifications, have the same compensation schedule, salary grade or range of salary rates, and are filled by similar recruitment procedures.	Identify all job classes which formed the basis of the comparison Section 13 (2)(b). Where a job class consists of more than one job, list the jobs.
3. Select an appropriate gender-neutral comparison system.	Systems must utilize the criteria outlined by Section 5 (1) of the <u>Act</u> : skill; effort; responsibility and working conditions.	Describe the gender-neutral comparison system (Section 13 (2)(b)). Include information on the method used, the definition of criteria used and the weighting of factors, if applicable.
4. Evaluate all female job classes and all male job classes which appear to be potential comparators.	To ensure results are gender-neutral, there can be no gender bias in: the job collection and information, the comparison system and the actual evaluation.	The results of the comparison are required by Section 13 (2)(b) are to be incorporated in the pay equity plan as described below in steps 5 and 6.
5. Determine possible comparable jobs.	The <u>Act</u> outlines a sequential comparison process which determines which female job class will be compared to which male job class.	For each female job class identify the male comparator class to be used or state that no comparator exists.
6. Compare compensation of each female job class with that of their male comparator class.	To do these comparisons, adjust the wage and salaries to a common base (for example, hourly). Then sort the data by male and female job class, value and job rate. The cost of benefits must also be calculated into the job rate.	Identify differences in compensation which must be made up. If a permissible difference is being used, indicate: (a) for which male comparator job class(es); (b) which permissible difference is being used; and (c) why. Indicate the portion of the job rate which is due to the permissible differences outlined above.
7. Determine adjustments required to achieve pay equity.	The <u>Act</u> outlines a process which determines the adjustment of the female classes. For each plan one must determine where to make adjustments, as well as the rate and timetable for the adjustments. Up to one per cent of the payroll, or the amount to achieve pay equity, whichever is less, must be put into the adjustments for all pay equity plans.	Describe how compensation in job classes without pay equity will be adjusted. (Sections 13 (2)(d), 13 (3) to (22)). List each female job class to be adjusted. You may list the current job rate. List the job rate difference between each female job class and its male comparator. List the pay equity adjustment to be made this year. List the payroll period in which the first adjustments will be made and the date on which the payment will commence.
8. Prepare a pay equity document.	A pay equity plan must be completed for each bargaining unit and one for the non-bargaining unit in each establishment.	Ensure the plan is complete.
9. Post the pay equity plan.		Post the plan in a visible area so all the employees are able to review it.
10. Deal with any objections and/or official complaints.	Refer to the <u>Pay Equity Act and Implementation Series #16: Dispute Resolution</u> , for further information.	Facilitate the resolution of questions, concerns, complaints. Non-unionized employees have a 90-day period to review the plan. The plan is considered approved when no concerns are forthcoming from non-unionized employees and 127 days after the mandatory posting date have elapsed. Plans with unions will be considered approved when the bargaining agents and employers agree to its terms. A review officer will attempt to effect a settlement. Unions, employees or employers may request a hearing concerning a review officer's order.
11. Make required adjustments.		Make required adjustments.



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